

8 September 1980

OFFICE OF FINANCE NOTICE NO. 41-80

SUBJECT: Experimental Flexible and Compressed Work Schedules

REF: [REDACTED] dtd 3 October 1979

1. BACKGROUND

a. Referent announced the Agency's participation in an experimental program involving flexible and compressed work schedules. Results of programs of this nature, in the public and private sectors, have shown that substantial benefits have been realized in such areas as increased productivity, transportation efficiency (especially through the increased use of public transportation and car pools) and improvements in the morale of employees.

b. The Office of Finance has been granted approval to experiment, for one year, with flexible and compressed work schedules.

2. POLICY

a. Division and staff chiefs are encouraged to conduct experiments with flexible and compressed (alternative) work schedules.

b. Any alternative work schedule established will be within the framework of the 40 hour workweek and consistent with the premium pay and overtime requirements [REDACTED]

c. Whenever alternative work schedules are determined to be feasible, employees are encouraged to participate on a voluntary basis. An employee may elect exclusion from an alternative work schedule experiment on grounds of personal hardship.

d. Flexible work schedules will require all employees to be present for work during core hours which are designated as 1000 - 1400.

3. DEFINITIONS

a. Basic work requirement for a full-time employee is 40 hours in one administrative workweek, distributed according to the pertinent alternative work schedule. The provisions [REDACTED] Hours of Work and Premium Pay, which require a standard basic workweek of 8 hours per day, 5 days per week shall not apply to employees participating in a compressed work schedule experiment.

b. Flexible work schedules, or flexitime are any alternative work schedules within which employees may vary the time at which they report for duty and depart from work, within overall limits set by component management. Employees may not schedule work hours before 0600 or after 1800 hours.

c. Core hours are those designated hours in a flexible schedule wherein all employees must be present for work. Office of Finance core hours are established as 1000-1400 daily.

d. Credit hours are those hours, in excess of an employee's basic daily work requirement and which, with component management approval, the employee elects to work on his or her own initiative as a result of personal preference, so as to vary the length of a succeeding workday in the same workweek. These are not overtime hours and apply only to individuals with flexible work schedules.

e. Compressed schedules or compressed workweek are alternative work schedules in which employees fulfill a basic work requirement in less than five workdays.

4. RESPONSIBILITIES

a. Division and staff chiefs desiring to participate in this experimental program will:

(1) Propose alternative work schedules providing for office coverage during the normal work hours of 0830 - 1700 and in accordance with the policy contained in paragraph 2 above.

(2) Monitor the overall effectiveness of approved work experiments and submit assessment reports to the Director of Finance upon their completion or not later than 30 June 1981.


b. The Director of Finance will:

(1) Advise and assist division and staff chiefs in establishing and administering experimental alternative work plans.

(2) Approve proposed alternative work schedules

(3) Analyze assessment reports received from components in terms of effectiveness of alternative work schedules accomplishing stated objectives.

(4) Report results of the analyses to the Director of Personnel Policy, Planning and Management with appropriate recommendations regarding continuance, modification or termination of the experimental flexible and compressed work schedules.


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Director of Finance

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